

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

NSA's Executive Secretary Certification Program

**FROM:**Director of Training and Education  
1026 C of C**EXTENSION****NO.****DATE**

17 January 1986

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Executive Director  
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Jim:

In case you may not have seen, attached is a description of NSA's executive secretary certification program.

An interesting, disciplined, but military-like effort. It's something like what we are going to do.

FORM  
1-79**610**USE PREVIOUS  
EDITIONS

*Updated March 1985*

# NATIONAL SECURITY AGENCY CENTRAL SECURITY SERVICE



## EXECUTIVE SECRETARY CERTIFICATION CRITERIA

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Submitted By:

*Chairperson, Executive  
Secretary Career Panel*

STAT

Approved By:

*Director*  
of  
Civilian Personnel

Date:

*25 July 1982*

A9585A.3-79

**EXECUTIVE SECRETARY  
CERTIFICATION CRITERIA**

**FOREWORD**

- Competent and well-qualified secretaries are of immeasurable value to managers, both in government and private industry. Managers depend on their secretarial work force to perform a wide variety of duties in a competent, knowledgeable, and efficient manner. Management's dependence on secretarial personnel, in fact, demands a continuing effort to ensure the availability of well-qualified individuals to perform this vital function. This demand, in turn, is the basis for the creation of an executive secretary certification program within the National Security Agency.

The Executive Secretary Career Panel (ESCP) is responsible for ensuring that candidates possess certain minimum qualifications prior to being certified. The criteria for certification as an executive secretary identify these qualifications.

In order to satisfy these criteria, some sacrifice on the part of both the candidate and the manager may be required. However, if the certification process and its ultimate achievement are to be considered worth pursuing, both the candidate and the manager must consider the goal a worthwhile accomplishment.

## **EXECUTIVE SECRETARY OCCUPATIONAL INFORMATION**

The executive secretary position exists for the purpose of increasing the effectiveness of others by performing as many office support duties as possible. This includes serving in the principal support position in the assigned organization and carrying out and coordinating all of the clerical and day-to-day administrative support activities required to accomplish the work of the organization.

Executive secretaries perform numerous tasks which are dissimilar in kind, but which have in common the purpose of assisting the work of one or more persons in an organization. Because all of the individual tasks performed by secretaries are related to the work of the people they assist, there are unique opportunities available for secretaries to increase the scope of their position. That is, by using information and insights obtained in performing one task, secretaries can enlarge the scope and effectiveness of their performance of other tasks. There is also a special opportunity for secretaries and the people they support to build a mutual work relationship which results in a secretary's acting and speaking for these individuals with an authority not common in other clerical positions.

The tasks performed require the executive secretary to have a general knowledge of the substantive work of the organization and to be aware of virtually everything happening in that organization. As the ability to assist managers increases, so does the nature and extent of the contribution toward organizational effectiveness.

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